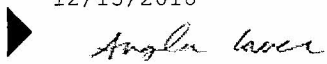


# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/13/2018		2. CONTRACT NO. (If any) EP-C-17-046		6. SHIP TO: a. NAME OF CONSIGNEE AWPD			
3. ORDER NO. 68HERC19F0040		4. REQUISITION/REFERENCE NO. PR-OW-18-00483					
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US EPA-OW-OWOW-AWPD-NPSB 1200 PENNSYLVANIA AVE., NW MC-4503-T			
				c. CITY WASHINGTON	e. ZIP CODE 20460		
7. TO: George Townsend				f. SHIP VIA			
a. NAME OF CONTRACTOR TETRA TECH, INC.				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
c. STREET ADDRESS 10306 EATON PL STE 340				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY FAIRFAX	e. STATE VA	f. ZIP CODE 22030					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE AWPD-NPSB			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT		
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/12/2019		
16. DISCOUNT TERMS							
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 198549560 TOCOR: Dwane Young Max Expire Date: 12/12/2019 Invoice Approver: Dwane Young Alt Invoice App: Wendy Reid  Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME RTP Finance Center						\$48,032.00	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$48,032.00	
c. CITY Durham						d. STATE NC	e. ZIP CODE 27711
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Angela Lower TITLE: CONTRACTING/ORDERING OFFICER			

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

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DATE OF ORDER  
12/13/2018

CONTRACT NO.  
EP-C-17-046

ORDER NO.  
68HERC19F0040

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 12/13/2018 to 12/12/2019</p> <p>Technical Support for Water Quality Assessment Training for Tribes in accordance with the attached PWS.</p> <p>Accounting Info: 18-19-B-87FM-000BD4-2505-1887ME8031-00 1 BFY: 18 EFY: 19 Fund: B Budget Org: 87FM Program (PRC): 000BD4 Budget (BOC): 2505 DCN - Line ID: 1887ME8031-001 Funding Flag: Partial Funded: \$32,500.00</p> <p>Accounting Info: 19-20-B-87FM-000BD4-2505-1887ME8031-00 2 BFY: 19 EFY: 20 Fund: B Budget Org: 87FM Program (PRC): 000BD4 Budget (BOC): 2505 DCN - Line ID: 1887ME8031-002 Funding Flag: Partial Funded: \$15,532.00</p>				48,032.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$48,032.00	

**PERFORMANCE WORK STATEMENT  
TSAWP IDIQ MULTIPLE-AWARD CONTRACT  
SOLICITATION ID  
PR-OW-18-00483**

**TECHNICAL SUPPORT for WATER QUALITY ASSESSMENT TRAINING DEVELOPMENT FOR  
TRIBES**

**A. BACKGROUND:**

The contractor shall provide support to the EPA Task Order Contracting Officer's Representative (TO COR) by providing technical assistance in association with activities to develop water quality assessment training materials for tribes. This task order shall consist of creating training materials to support a 1 day training that can be presented by EPA regional or headquarters staff at conferences, meetings, or via webinar on how tribes can perform assessments on their water quality data. The training materials shall cover the following types of actions:

- Conduct research on how to perform assessments
- Synthesize materials provided by EPA on how to perform assessments
- Prepare PowerPoints/visualizations, talking points, exercises, and links to reference materials
- Prepare a draft agenda for how the training should be implemented
- Identify any prerequisites for tribal staff prior to the training

Technical Direction may come from the EPA TO COR, Alternate TO COR if the TO COR is on leave or travel, the Contract Level COR, or the Contracting Officer. Workgroup members may engage in technical communications, but may not issue technical direction to the contractor.

**B. TASKS**

**Task 1 – Quality Assurance/ Quality Control**

1.1. EPA has determined a QAPP will not be required for this task order. The contractor shall adhere to the Contract-level Quality Management Plan (QMP) in performing the scope of requested services in this task order, and shall take into consideration the QMP in completing the Cost and Technical Proposals for this Task Order. EPA also expects the contractor's Cost and Technical Proposals shall fully account for the approach and completion of any QA-related tasks, reviews, or reporting described in conjunction with the work outlined in other sections of this task order. The Technical Proposal shall include reference to the appropriate sections of the contract-level QMP, as well as include relevant Standard Operating Procedures (SOPs), checklists, or other QA guidance, that shall be followed to complete this task order.

*Additional QA Documentation Required*

All major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the contractor under this Task Order must include a discussion of the QA/QC activities that were or shall be performed to support the deliverable.

The contractor shall immediately notify the EPA TOPO in writing of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly written reports of QA-related activities performed during implementation of this Task Order (see Section E “Reporting” below). These monthly written QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QMP, SOPs, checklists, or other QA guidance, and corrective actions taken. The contractor may include this as a part of the required monthly financial/technical progress report required by the contract.

**Deliverables:**

- a. The contractor shall notify the EPA TOPO in writing at any time during the task order Period of Performance if changes are warranted to the QA-related protocols, SOPs, checklists, etc., (e.g., due to organizational changes or revised technical approaches).
- b. The contractor shall include a formal written QA/QC section within each major deliverable (as specified above).
- c. The contractor shall provide written monthly reports of QA activities performed during implementation of this task order (as specified above and in Section E).

**Task 2 – “Kick Off” meeting.**

2.1. Prior to beginning work on this task order, the TOPO will schedule a kick-off meeting with the contractor to discuss the tasks within this task order, the goals of the task order, and to review the schedule of benchmarks, deliverables, and milestones. The contractor should plan for one half-day meeting for two people remotely for this kick-off meeting.

**Task 3 – Activities to Develop Tribal Assessment Training Materials**

3.1 The activities associated with this task include: creating, editing and organizing materials for 4-5 modules, creating a draft agenda to implement the trainings, contributing technical expertise during planning discussions, attending meetings via conference line, maintaining documentation, communicating progress to the group, and other meeting related activities. Topics include but are not limited to: implementation of a 10% rule for exceedances, the analysis of metals, bacteria, and biological data, address independent applicability, minimum datasets/insufficient information and using all readily available data. In addition, research will be conducted on how the assessed parameters relate to tribal objectives and/or designated uses. These topics inherently have a connection to Water Quality Standards and explaining the interpretation of standards and their applicability to the assessment and minimum datasets should also be included.

All meetings will be held via telephone conference line. EPA will provide both the conference line and the webinar information for the workgroup meetings.

**Deliverables:**

- a. Research and synthesize compiled materials on how to perform assessments after receipt of technical direction from the TO COR. At the end of the synthesis, the contractor shall have developed a comprehensive review of each assessment type to be used in the modules. Enough material to cover 5-10 PowerPoint slides per assessment type is anticipated.

- b. Development of 4 to 5 training modules on topics covered in deliverable 3a above that can be implemented by EPA regions and headquarters in-person or remotely in 1 day. This shall include a draft agenda, talking points, visualizations, and links to reference materials.

### C. SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES:

**BASE YEAR (One year from the date of issuance):**

Task # or PWS Section #.	BENCHMARK, DELIVERABLE or MILESTONE	SCHEDULE
1	Notification that changes are warranted related to QA	Within one day of occurrence
1	Formal QA/QC Section	To be included in each major deliverable (as defined in Task 1)
1	Written Monthly QA Report	To be included in the Monthly Progress Report (See Section E)
2	Kick-off meeting for task order	Within 10 business days of task order award.
D	Hold status calls with TOPO	As needed, at least once every 2 weeks.
3	Contractor performs research and compilation of assessment materials.	Within 30 business days after receipt of written technical direction from TO COR to proceed with this task.
3	Contractor develops <u>a draft</u> version of the training modules.	Within 15 business days after receipt of written comments from TO COR on preliminary drafts.
3	Contractor develops <u>final</u> version of the training modules and all supporting documents.	Within 15 business days after receipt of written comments on revised drafts, and technical direction, from TO COR.
I	Contractor furnishes written notification to TO COR and CO if contractor is unable to satisfactorily complete any of the benchmarks, milestones, and deliverables within the remaining time of the Task Order Period of Performance.	Thirty (30) days prior to end of the Task Order.

### D. COMMUNICATIONS

D.1. The contractor shall participate in status phone calls with the TO COR on an as-needed basis. The TO COR will provide the contractor with a one-week notice of any scheduled status calls. All status calls will take place during normal business hours: 8:30 am to 5:00 pm Eastern Time.

### E. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements. See contract clause F3 and F4 "List of Attachments, Number 2 - Reports of Work".

The contractor shall prepare and furnish each month to the TO COR a written summary of work performed, and progress towards the schedule of benchmarks, deliverables, and milestones which has been accomplished each month. The contractor shall also include in this item a brief written summary of any challenges encountered in the appropriate month.

In addition, the contractor shall identify and briefly describe in the written monthly report those QA / QC activities which were performed to support implementation of this task order, and furnish a brief written description of: problems encountered, and any deviations were occurred from: the QMP, any existing QAPP, any SOP's, checklists, or other QA guidance, as well as a description of the corrective actions taken.

#### **F. FORMATS OF DELIVERABLES**

All deliverables must be provided in an editable version (currently Microsoft Office 2007) and may also need to be provided in other electronic formats, such as Adobe PDF, as requested by the TO COR. Other formats, such as hard copies or materials on CD or DVD, may also be requested by the TO COR.

#### **G. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TO COR.

#### **H. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS**

The contractor shall immediately notify the EPA Contracting Officer, CL COR, and TO COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar, or training that may potentially incur \$23,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

#### **I. NOTIFICATION OF COMPLETION OF TASK ORDER DELIVERABLES**

In the event the Task Order reaches thirty (30) days prior to the end of the Period of Performance and the contractor assesses that the contractor will not be able to satisfactorily complete any of the benchmarks, milestones, or deliverables by the end of the Performance Period, the contractor shall notify the TO COR and the Contracting Officer (CO) immediately, in writing. Within five (5) business days of said notification, the TOCOR, in coordination with the CO, will provide technical direction concerning use of the remaining funding to prepare and

furnish to the TOCOR: draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA.

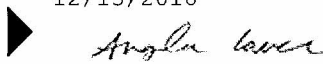
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5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				c. CITY WASHINGTON		d. STATE DC	e. ZIP CODE 20460	
7. TO: George Townsend				f. SHIP VIA				
a. NAME OF CONTRACTOR TETRA TECH, INC.				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY				
b. COMPANY NAME				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
c. STREET ADDRESS 10306 EATON PL STE 340				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				
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9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE AWPD-NPSB				
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16. DISCOUNT TERMS								
17. SCHEDULE (See reverse for Rejections)								
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	DUNS Number: 198549560 TOCOR: Dwane Young Max Expire Date: 12/12/2019 Invoice Approver: Dwane Young Alt Invoice App: Wendy Reid  Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO: a. NAME RTP Finance Center						\$48,032.00		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$48,032.00		
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711					
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Angela Lower TITLE: CONTRACTING/ORDERING OFFICER				



**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

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EP-C-17-046

68HERC19F0040

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